

SYNOPSIS OF ECS CCB PROCESS

THE ENGINEER'S VIEW

CCRs FALL IN FIVE CATEGORIES

- **CLASS I CHANGES AND GSFC DOCUMENTS**
- **RTM REQUIREMENTS CHANGES**
- **DOCUMENT DELIVERIES**
- **PROCUREMENTS**
- **ROM IMPACT ANALYSIS REPORTS**
- **ENGINEERING SUPPORT DIRECTIVE ANALYSIS REPORTS**
- **CLASS II CHANGES**

OTHER CATEGORIES POSSIBLE - SEE ECS CMO

**APPROVAL AUTHORITY IS ALLOCATED TO CCBs PER DOCUMENT
151-TR-001**

**AUTHORIZED ECS CCB SIGNATURE LIST IS POSTED WITH THIS
SYNOPSIS**

NOTES:

1. **FORMS REFERENCED MUST BE OBTAINED FROM ECS
INTERNAL SERVER, PROJECT FORMS PAGE: CM01mmyy,
CM06mmyy, CM10mmyy (Forms subject to revision. Always
use current version from the server.)**
2. **PIs REFERENCED CAN BE OBTAINED FROM ECS INTERNAL
SERVER, PROJECT INSTRUCTIONS PAGE**
3. **PI CO-1-001 (ECS ROM Estimates and ESD Proposals)
describes the procedures for ROMS and ESDs.**

REQUIREMENTS CHANGES (GSFC DOCUMENTS)

**ALL CLASS I CHANGES (COST, SCHEDULE, FUNCTIONAL, PERFORMANCE IMPACT)
CONTRACT DATA REQUIREMENTS DOCUMENT (CDRD)
FUNCTIONAL AND PERFORMANCE SPECIFICATION (F&PRS)
STATEMENT OF WORK (SOW)
INTERFACE DOCUMENTS (IRDs, ICDs)**

PROCEDURE

- 1. REQUEST ECS CMO TO ADD YOUR PREVIEW PRESENTATION TO A CCB AGENDA**
- 2. PREVIEW PRESENTATION AT CCB MEETING (Use Preview Presentation in CM Tool on the ccmail Bulletin Board)**
 - WHY IS CHANGE NEEDED? WHAT WILL HAPPEN IF IT ISN'T DONE?**
 - EXPECTED AREAS OF IMPACT**
 - SCHEDULE OF DELIVERY DATES**
 - PROVIDE ONE HARD COPY OF PRESENTATION TO CMO**
 - IMMEDIATELY SEND SOFT COPY OF PRESENTATION TO CC:MAIL ADDRESS ECSCM**
- 3. ASSIGNMENT OF CCB ACTION ITEM WILL BE THE AUTHORIZATION TO PROCEED**
- 4A. ENGINEER THE CCR, COORDINATING WITH ALL AFFECTED ORGANIZATIONS**
- 4B. PREPARE THE CCR**
 - USE CCR FORM CM01mmyy**
- 4C. PREPARE FORM CM10mmyy.**
 - SUMMARY OF ORIGINATOR'S IMPACT PREDICTIONS AND AREAS OF IMPACT**

5. **SUBMIT CCR TO ECS CMO (CM01mmyy)**
 - **HARD COPY WITH ORIGINATOR AND OFFICE MANAGER SIGNATURE**
 - **SOFTCOPY (BOTH CCR FORM AND REDLINES)**
 - **SOFTCOPY, FORM CM10mmyy**
6. **ECS CMO**
 - **ASSIGNS CCR NUMBER**
 - **PLACES CCR ON A MEETING AGENDA**
 - **POSTS CCR WITH FORM CM10 ON ECS CCB BULLETIN BOARD 10 DAYS PRIOR TO CCB MEETING**
 - **NOTE: ORIGINATOR MUST JUSTIFY "URGENT" HANDLING FOR LATE POSTINGS**
7. **BEFORE CCB MEETING:**
 - **ORIGINATOR OBTAINS AUTHORIZED SIGNATURE FROM EACH ORGANIZATION WITH IMPACTS AS IDENTIFIED ON FORM CM10mmyy.**
 - **CMO WILL ACCEPT HARDCOPY SIGNED CM02 OR PRINTOUT OF CC:MAIL MESSAGE IN LIEU OF ANY CM10 SIGNATURE.**
8. **COMPLETED CM10mmyy AND ALL IMPACT ASSESSMENTS MUST BE IN CMO'S HANDS BEFORE CCB MEETING.**

REQUIREMENTS CHANGES (RTM)

ALL RTM CHANGES

CDRL 304 NOT INCLUDED (Document is only a physical manifestation of the controlled requirements in RTM.)

PROCEDURE

- 1. REQUEST ECS CMO TO ADD YOUR PREVIEW PRESENTATION TO AN AGENDA**
- 2. PREVIEW PRESENTATION AT CCB MEETING (Use Preview Presentation Template in CM Tools on the Bulletin Board)**
 - PROVIDE ONE HARD COPY OF PRESENTATION TO CMO**
 - IMMEDIATELY SEND SOFT COPY OF PRESENTATION TO CC:MAIL ADDRESS ECSCM**
- 3. ASSIGNMENT OF CCB ACTION ITEM WILL BE THE AUTHORIZATION TO PROCEED**
- 4A. ENGINEER THE CHANGES PER RTM PI SE-1-004**
- 4B. PREPARE THE CCR PER PI SE-1-004**
 - USE CCR FORM CM01mmyy**
 - INCLUDE RTM CHANGE FORM SM01mmyy**
- 4C. PREPARE FORM CM10mmyy.**
 - SUMMARY OF ORIGINATOR'S IMPACT PREDICTIONS AND AREAS OF IMPACT**
- 5. SUBMIT CCR TO ECS CMO**
 - HARD COPY WITH ORIGINATOR AND MANAGER SIGNATURE**
 - SOFTCOPY (BOTH CCR FORM AND REDLINES)**
 - SOFTCOPY, FORMS CM10mmyy, SM01mmyy**
- 6. CMO**
 - ASSIGNS CCR NUMBER**
 - PLACES CCR ON A MEETING AGENDA**
 - POSTS CCR WITH FORM CM10 and SM01 ON ECS CCB BULLETIN BOARD AT LEAST TEN WORKING DAYS BEFORE MEETING**

- **NOTE: ORIGINATOR MUST JUSTIFY "URGENT" HANDLING FOR LATE POSTINGS**
7. **BEFORE CCB MEETING:**
 - **ORIGINATOR OBTAINS AUTHORIZED SIGNATURE FROM EACH ORGANIZATION WITH IMPACTS AS IDENTIFIED ON FORM CM10mmyy.**
 - **CMO WILL ACCEPT HARDCOPY SIGNED CM02 OR PRINTOUT OF CC:MAIL MESSAGE IN LIEU OF A CM10 SIGNATURE.**
 8. **COMPLETED CM10mmyy AND ALL OTHER IMPACT DOCUMENTATION MUST BE COMPLETE PRIOR TO THE CHAIRMAN'S SIGNATURE FOR APPROVAL OF CCR.**

CDRL DOCUMENT DELIVERIES

CDRL DOCUMENTS

OTHER CCB-CONTROLLED DOCUMENTS

NOTE: See document 152-TR-001, ECS Document Control Matrix, which specifies which documents each of the ECS project CCBs controls.

PROCEDURE

- 1. KNOW YOUR DOCUMENT DELIVERY SCHEDULE**
 - **COORDINATE WITH DMO AND CMO WHEN DOCUMENT PREPARATION BEGINS**
 - **CCB SCHEDULE WILL ALLOW FOR DMO'S POST-CCB INTEGRATION AND DELIVERY ACTIVITIES**
- 2A. ENGINEER THE DOCUMENT OR DOCUMENT CHANGES, COORDINATING WITH ALL AFFECTED ORGANIZATIONS**
- 2B. PREPARE THE CCR**
 - **USE CCR FORM CM01mmyy**
- 2C. PREPARE FORM CM10mmyy.**
 - **SUMMARY OF ORIGINATOR'S IMPACT PREDICTIONS AND AREAS OF IMPACT**
- 3. SUBMIT CCR WITH REDLINE PAGES OR REVISED DOCUMENT TO CMO**
 - **FOR DOCUMENT SUBMITTAL, INCLUDE DOCUMENT CHANGE MATRIX**
 - **FOR CHANGE REQUEST, ATTACH REDLINED PAGES**
 - **HARD COPY OF CCR WITH ORIGINATOR AND MANAGER SIGNATURE**
 - **SOFTCOPY, BOTH CCR AND DOCUMENT OR REDLINES**
 - **SOFTCOPY, FORM CM10mmyy**

4. **ECS CMO**
 - **ASSIGNS CCR NUMBER**
 - **PLACES CCR ON A MEETING AGENDA**
 - **POSTS CCR (AND DOCUMENT OR REDLINES) WITH FORM CM10 ON CCB BULLETIN BOARD ONE WEEK BEFORE MEETING**
 - **ORIGINATOR MUST JUSTIFY "URGENT" HANDLING FOR LATE POSTINGS**
5. **BEFORE CCB MEETING:**
 - **ORIGINATOR OBTAINS AUTHORIZED SIGNATURE FROM EACH ORGANIZATION WITH IMPACTS AS IDENTIFIED ON FORM CM10mmyy.**
 - **CMO WILL ACCEPT HARDCOPY SIGNED CM02 OR PRINTOUT OF CC:MAIL MESSAGE IN LIEU OF ANY CM10 SIGNATURE.**
6. **COMPLETED CM10mmyy AND ALL IMPACT ASSESSMENTS MUST BE IN CMO'S HANDS BEFORE CCB MEETING.**

PROCUREMENTS

APPLIES TO ALL PROCUREMENTS WITH PROJECT FUNDS

**PROCUREMENT CCRS MAY BE REVIEWED BY EDF CCB FOR EDF
CONFIGURATION IMPACT BEFORE SUBMITTAL TO ECS CCB**

**SEPARATE CCRs REQUIRED TO DIRECT INSTALLATIONS, i.e.
CONFIGURATION CHANGES**

PROCEDURE

- 1A. ENGINEER THE CCR, COORDINATING WITH ALL AFFECTED ORGANIZATIONS**
- 1B. PREPARE THE CCR**
 - **USE CCR FORM CM01mmyy**
 - **DOCUMENT SOURCE OF COTS POOL FUNDING**
 - **DOCUMENT "NOT TO EXCEED" COST**
- 1C. OBTAIN SIGNATURES OF AFFECTED WBS MANAGERS ON CCR FORM**
- 1D. Obtain signature from the Procurement Engineer (SMO) prior to ECS CCB.**
- 2. SUBMIT CCR TO CMO**
 - **HARD COPY WITH ORIGINATOR AND MANAGER SIGNATURE**
 - **SOFTCOPY (BOTH CCR AND REDLINES)**
- 3. CMO**
 - **ASSIGNS CCR NUMBER**
 - **PLACES CCR ON A MEETING AGENDA**
 - **NOTIFIES BOARD MEMBERS OF CCR**
 - **NOTE: ORIGINATOR MUST JUSTIFY "URGENT" HANDLING FOR LATE SUBMITTALS**

4. **BEFORE CCB MEETING:**
 - **ORIGINATOR OBTAINS AUTHORIZED SIGNATURE FROM EACH ORGANIZATION WITH IMPACTS AS IDENTIFIED ON FORM CM10mmyy.**
 - **PRINTOUT OF CC:MAIL MESSAGE IN LIEU OF ANY CM10 SIGNATURE.**
5. **COMPLETED CM10mmyy AND ALL CM02mmyy MUST BE IN CMO'S HANDS BEFORE CCB MEETING.**

ROM IMPACT ANALYSIS REPORTS

THE ECS ROM MANAGER COORDINATES ALL ROM REQUESTS

**A HUGHES ROM BOARD HAS BEEN CONSTITUTED TO REVIEW
ROM IMPACT ANALYSIS REPORTS AND MAKE APPROVAL
RECOMMENDATIONS TO THE CCB CHAIRMAN.**

THE PROCESS IS DOCUMENTED IN PI CO-1-001.